

ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS

JOSEPH C. ROGERS, JR.
EXECUTIVE SECRETARY

2525 FAIRLANE DRIVE
MONTGOMERY, ALABAMA 36116

TELEPHONE NO. 334-272-5030
FAX NO. 334-395-5336

Application Forms may be downloaded at www.genconbd.alabama.gov

APPLICATION INSTRUCTIONS AND INFORMATION

Please review the following requirements concerning application preparation and submission:

A cashier's check, certified check or money order in the amount of \$300 (non-refundable, non-transferable) made payable to the Alabama Licensing Board for General Contractors must accompany this application.

Personal or company checks will be returned.

1. Application and fee must be received at least **thirty (30) days prior to regular board meeting dates**. Board dates are available on our website: www.genconbd.alabama.gov. Changes in meeting dates and/or special called meetings will also be posted on the Board's website.
2. Please type or print plainly in ink. All questions must be answered and financials completed. Additional information, including supplementary or explanatory notes considered necessary, may be furnished by inserting where needed.
3. Complete name, address, phone number and contact person for each reference must be listed. Fax numbers for references will be used when provided. Reference contacts will ONLY be notified in writing twice. If your reference does not respond in a timely manner, you will be required to supply additional reference information. When selecting references to include on their application, applicants should consider **only** those references that are able to verify the work experience and classification type(s) that is listed on page 11 of their Confidential Financial Statements, Equipment Questionnaire and Experience Statement.

ALL REFERENCES MUST BE RECEIVED NO LATER THAN TWO WEEKS BEFORE THE BOARD MEETING IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED BY THE BOARD.

4. Be sure that page 7 is signed and notarized and page 8 is signed where indicated.
5. Proof of liability insurance must be submitted with application. Certificate holder must be listed as:
Alabama Licensing Board for General Contractors, 2525 Fairlane Dr., Montgomery, AL 36116
6. All entities are required by the Alabama Secretary of State (www.sos.alabama.gov or 334-242-5324) to qualify to do business in Alabama. The Certificate of Existence provided by the Alabama Secretary of State must be filed with this application. Certificate must be dated in the year in which you are applying.
(Not applicable to individuals and general partnerships).
7. The Qualifying Party Form – included in the application must be submitted with the application, complete with qualifiers information (Tax Id numbers may not be substituted for social security numbers). You may photo copy the form if needed.
8. The Board's Confidential Financial Statements, Equipment Questionnaire and Experience Statement (CFS) booklet must be completed by a **currently licensed certified public accountant (C.P.A.) or by any independent licensed public accountant approved by the Licensing Board for General Contractors with current financial information** (less than one year old). The booklet is separate from the following application form and may be downloaded from the Board's website, or obtained from the Board's office. **The Board will only accept the CFS or the Alabama Department of Transportation Booklet.** Prior to applying each applicant should discuss the Board's \$10,000 minimum net worth and working capital requirement with their CPA. Applicant's not meeting this requirement will not qualify for a bid limit.
9. **Work Experience** - items 4a and 4b on page 11 of the Confidential Financial Statements, Equipment Questionnaire and Experience Statement booklet must be completed by the **applicant**. The work experience section is very important to your application. The Board will review this information to determine your level of experience in each classification type requested (see applicant's work sheet to determine Classification(s) requested). **Also include a resume of Principal Individuals in your organization on item 3, page 11.**
10. The Bank Authorization Statement included in the application must be signed and submitted with the application. This form authorizes the applicant's bank to provide the Board with verification of assets listed by your CPA on schedule 1 of the balance sheet. This must also coincide with the bank accounts listed on page 4 of the Confidential Financial Statements, Equipment Questionnaire and Experience Statement.

11. A complete application must be on file in our office before anyone can register for examination.

EXAMINATIONS: All applicants are required to obtain a passing score on:

Business and Project Management and/or Skill Test Examination on the classification(s) in which they are applying.
It is the applicant's responsibility to submit passing test scores to the Board

The administrator of the exam will be Psychological Services Inc. (PSI).
You can reach PSI online at www.psiexams.com or 1-800-733-9267

NOTICE: This office should be notified immediately in writing of any change of mailing address or any other pertinent information.
All correspondence from this office will be mailed to the last known mailing address on file.
We are not responsible for lost or undeliverable mail.

OBTAINING YOUR GENERAL CONTRACTORS LICENSE DOES NOT EXEMPT YOU OR YOUR COMPANY FROM ANY OTHER LAWS, BOARDS OR COMMISSIONS.

The privilege license required by the State/ County is separate from the Board's license to contract as a general contractor.

Reciprocity: If you have had a license for three (3) consecutive years with any of the following Boards, you may qualify for reciprocity from this Board: Arkansas, Louisiana, Mississippi or Tennessee General Contractors Board, North Carolina State Board of Electrical Contractors. The Qualifying Party for Alabama **must** be the same as the Qualifying Party for the reciprocal state.

*****Application must be on file for 30 days before receiving license through reciprocity agreement*****

The General Contractor Licensing Law - Chapter 8 of Title 34 and the Board's Rules and Regulations may be downloaded from our website (www.genconbd.alabama.gov) or obtained from the Board's administrative office in Montgomery.

*****It is the applicant's responsibility to ensure that all required information is submitted *****
(230-X--1.33 Applicant's Burden To Supply All Information)